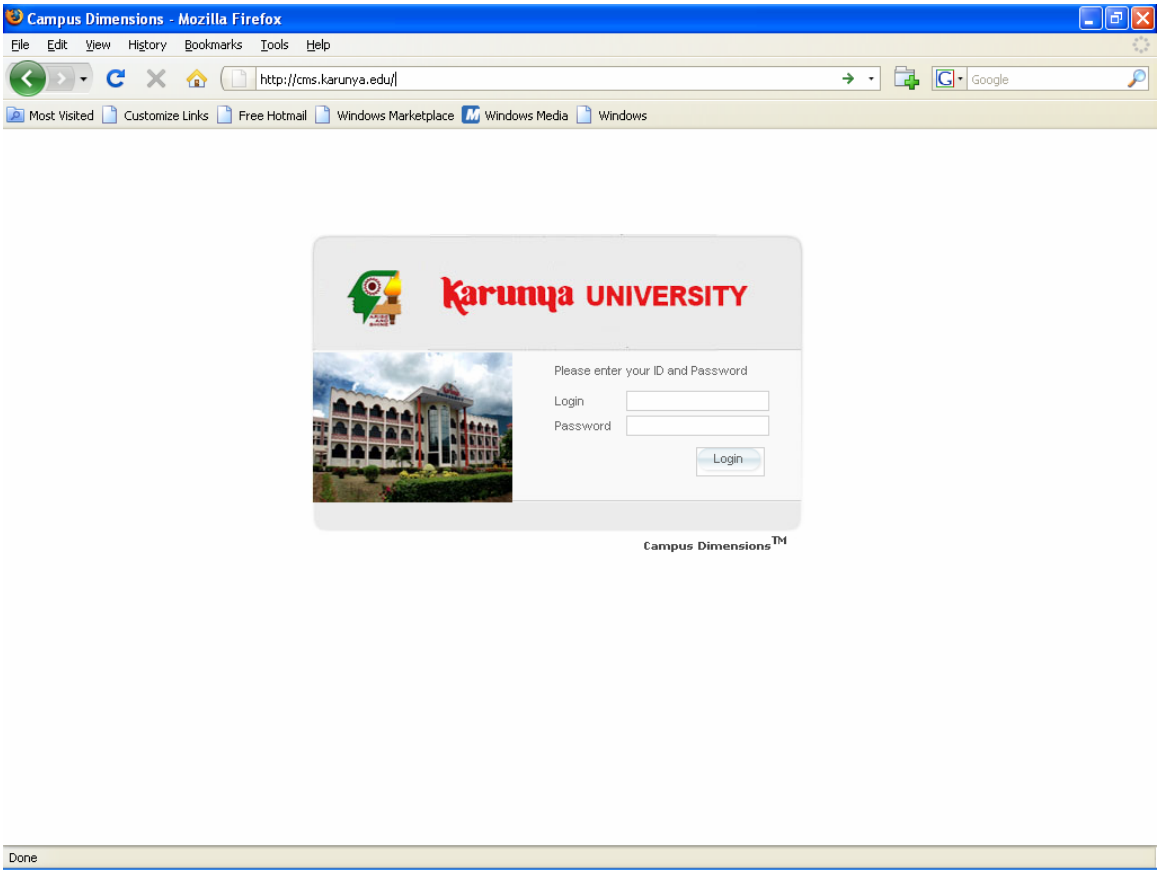
STUDENT WEB PORTAL – USER MANUAL

Description:

1. The web portal is the part of the new Campus Management System (CMS) of Karunya University
2. This web portal is created to the students and parents of Karunya University to access the related information
3. The user can access the web portal for the following
    a. General Info
    b. Academic Details
    c. Work Experience if any
    d. Exam Details
    e. Fee Details
    f. Hostel Details
    g. Attendance Details
        i. Assembly Attendance Details
        ii. Subject wise attendance
        iii. Hourly Attendance
        iv. Session wise attendance
        v. Leave Statement
        vi. On-duty Leave Statement
        vii. Out of roll statement
    h. Syllabus Details
    i. Teaching Notes
    j. Online leave application (Pre-approved leave and medical leave)

Find below the pages which will serve you as user manual for accessing the CMS

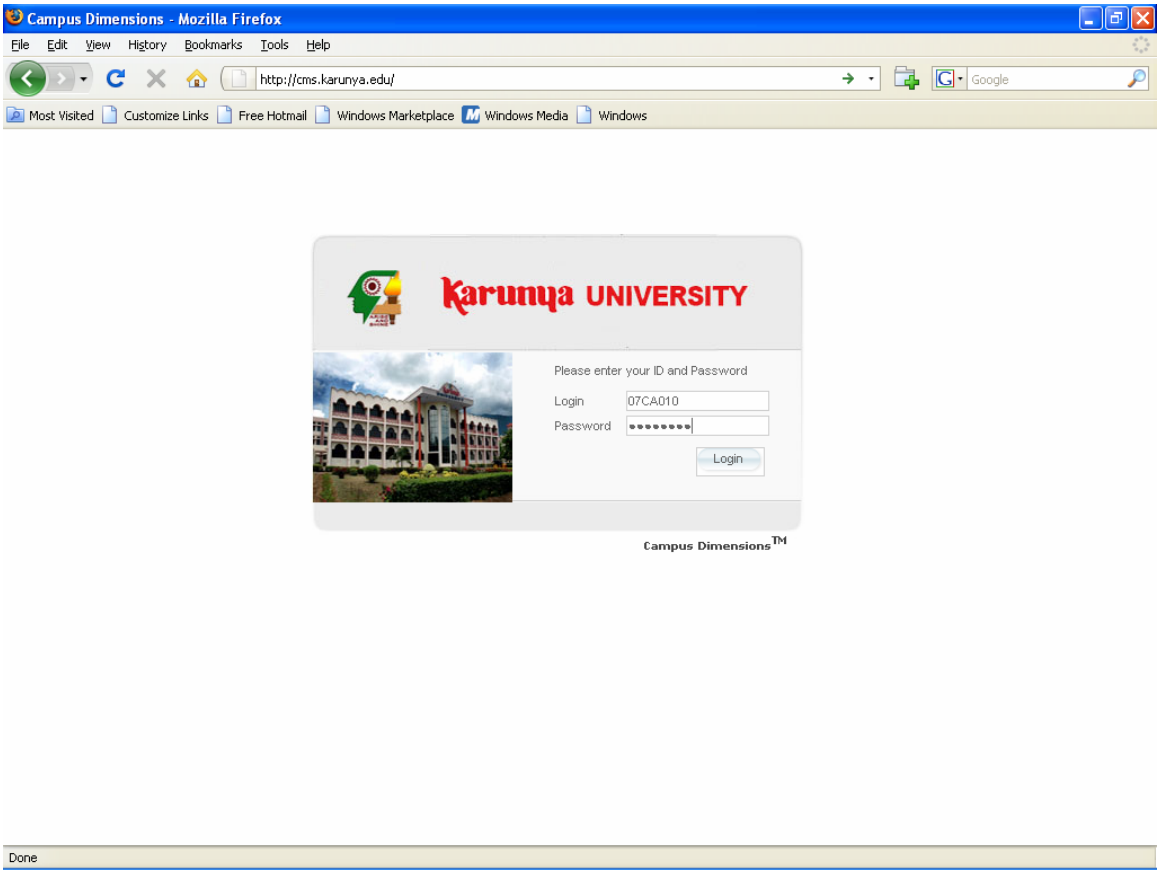
LOGIN SCREEN



Description:

i. Enter http://cms.karunya.edu

LOGIN SCREEN

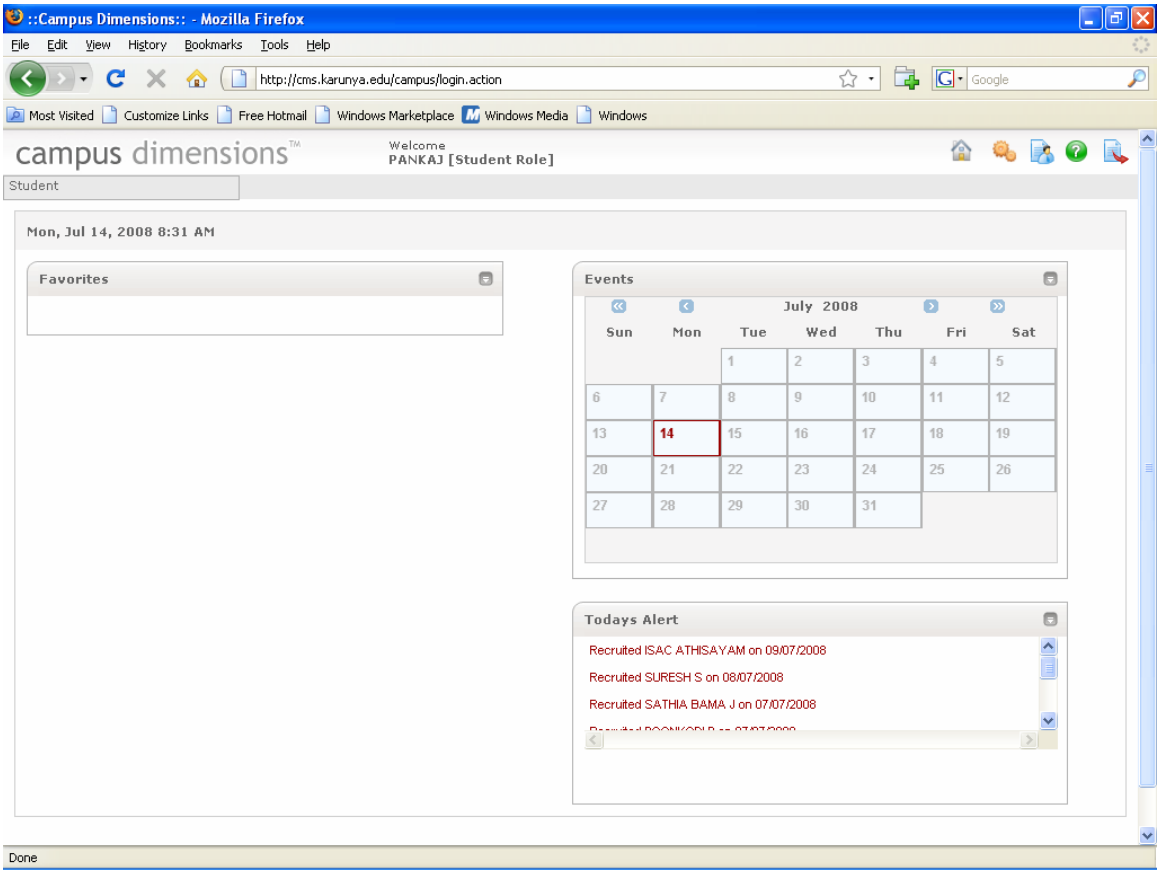


Description:

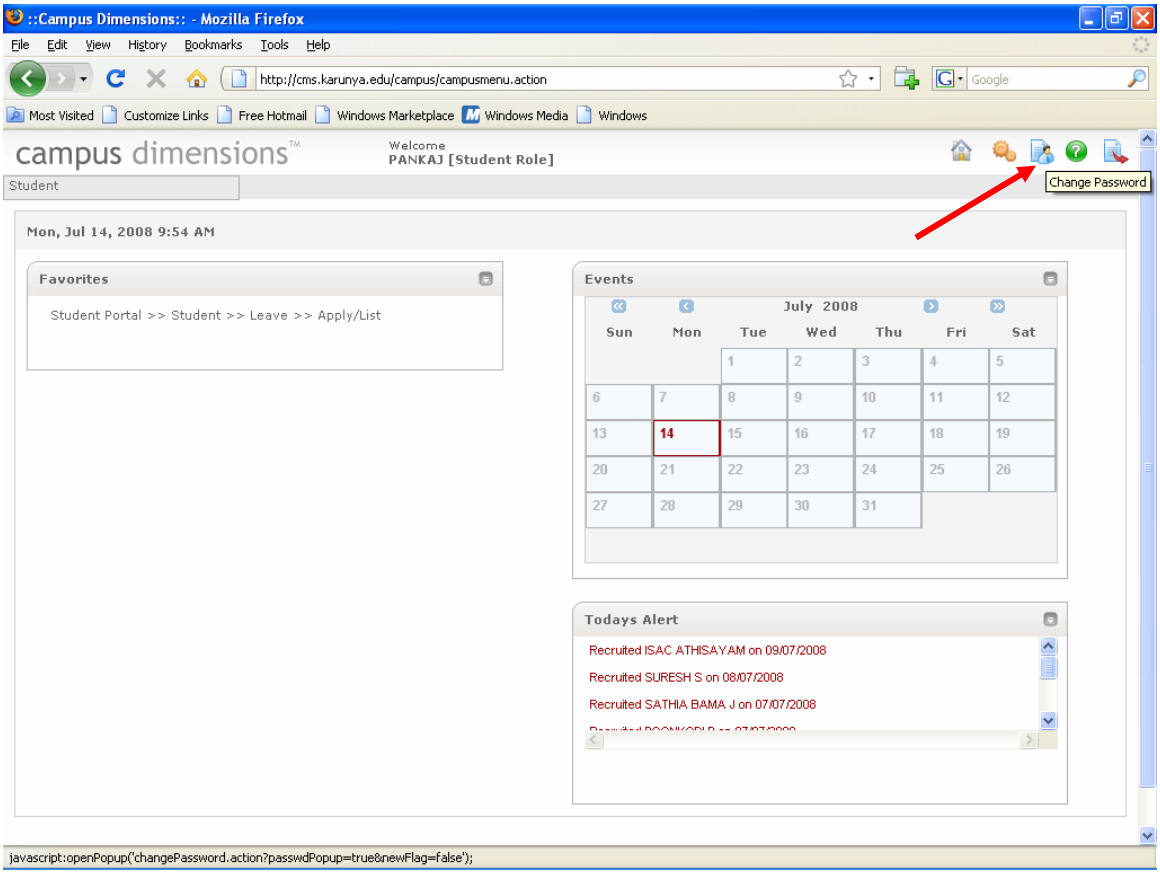
a. **Enter your registration number as login id in CAPS (e.g 07CA010)**

b. **Enter your date of Birth as password (e.g. If your date of birth is 07/06/1987, enter the password as 07061987)**

HOME PAGE


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/login.action
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Mon, Jul 14, 2008 8:31 AM
Favorites
Events
July 2008
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31
Todays Alert
Recruited ISAC ATHISAYAM on 09/07/2008
Recruited SURESH S on 08/07/2008
Recruited SATHIA BAMA J on 07/07/2008
Done

CHANGE PASSWORD

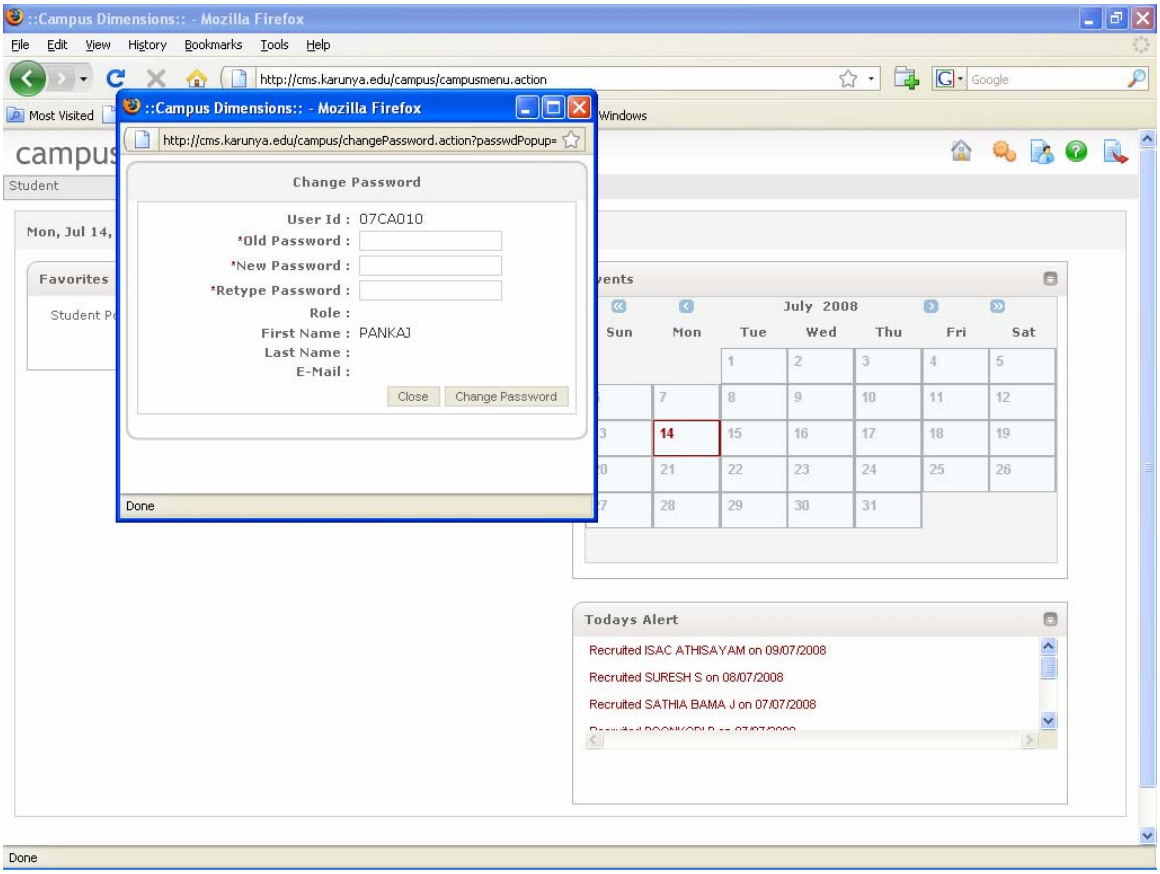


Description:

a. **Click the change password icon and change your default password**

b. **A pop screen will appear as shown below**

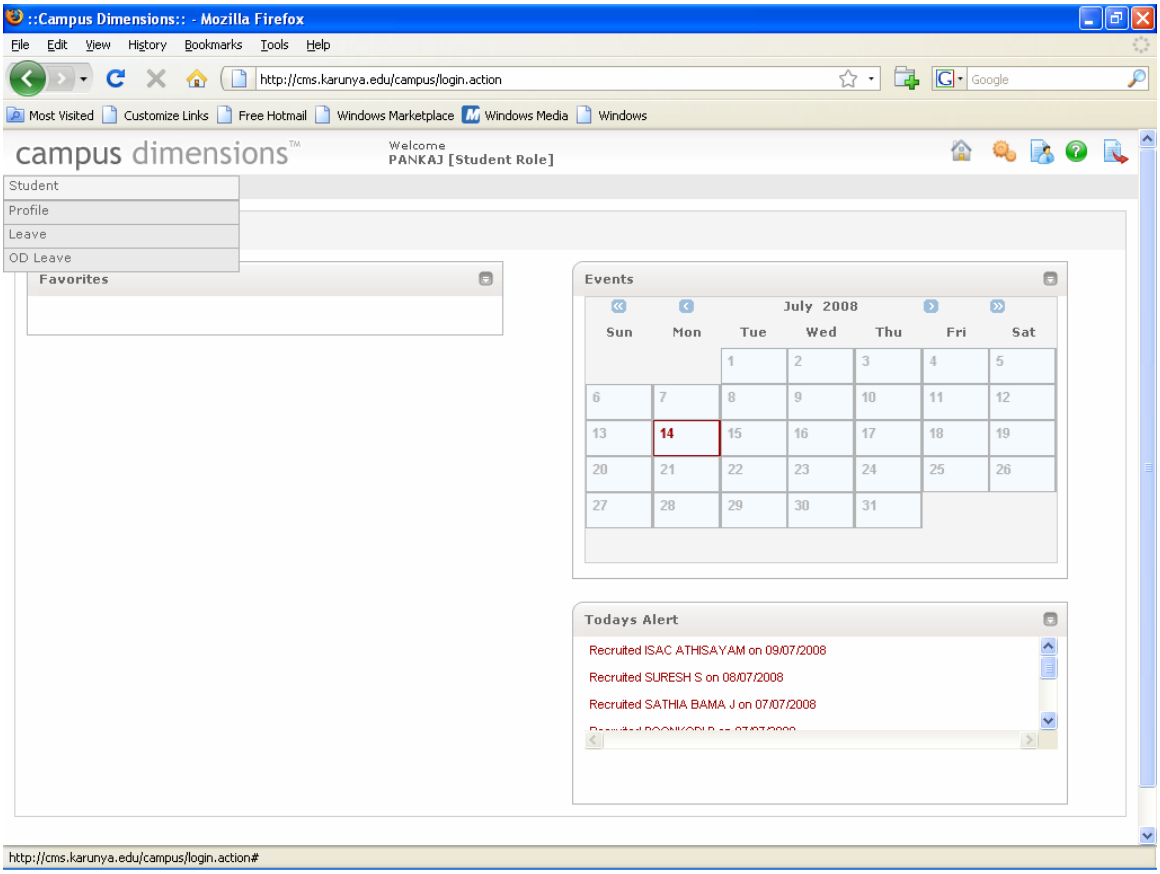
CHANGE PASSWORD



Description:

a. **Change the password (Minimum 6 characters with 2 numerals inside)**
b. **Once the password changed successfully, re-login with new password.**

MAIN MENU

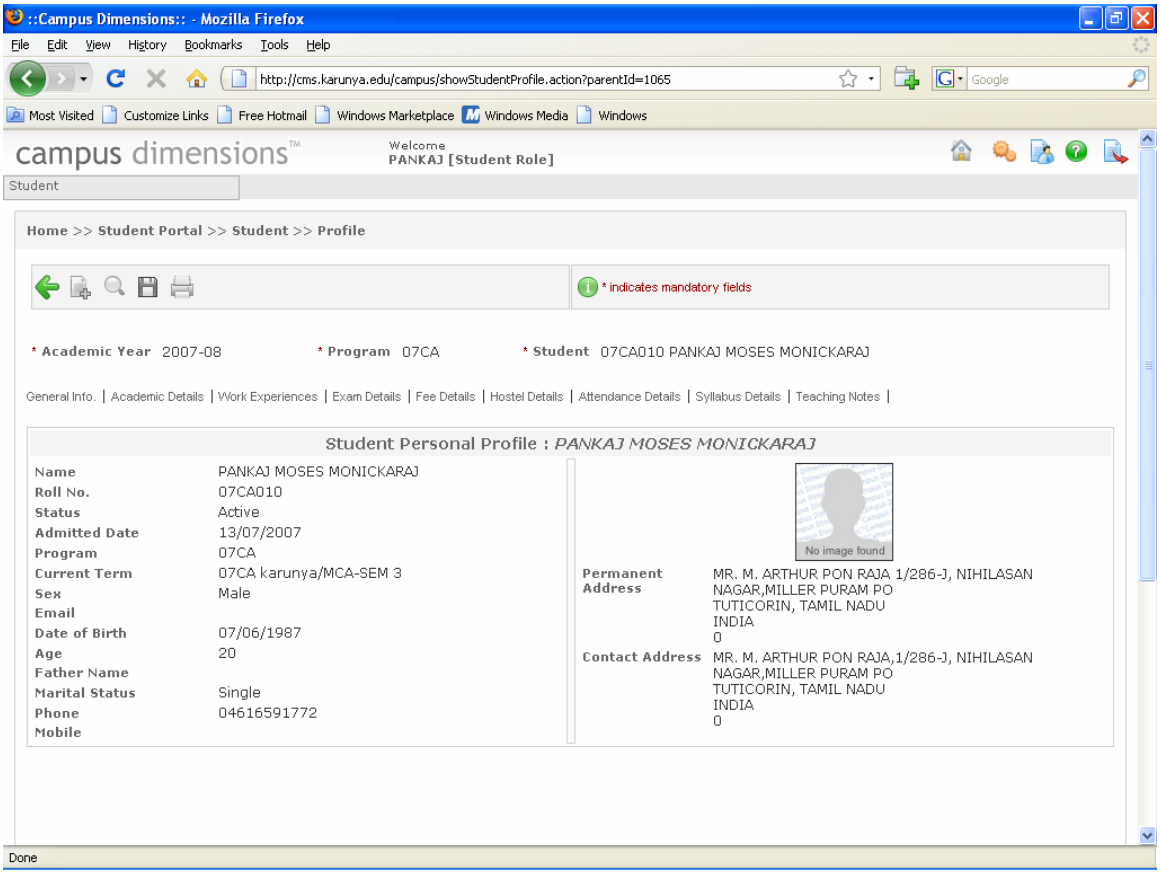


Description:

a. **Click the student link**

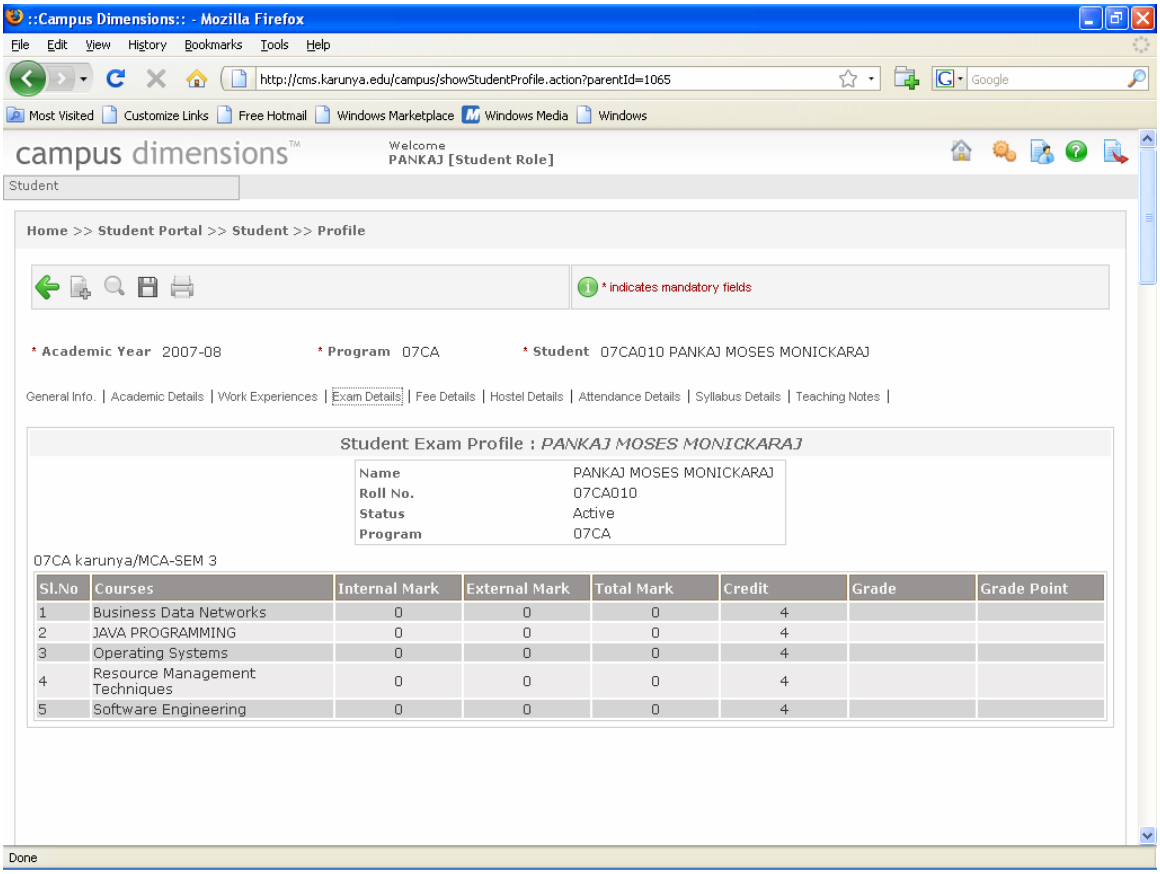
b. **Click the profile**

PROFILE


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentProfile.action?parentId=1065
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Profile
* indicates mandatory fields
* Academic Year 2007-08
* Program 07CA
* Student 07CA010 PANKAJ MOSES MONICKARAJ
General Info. | Academic Details | Work Experiences | Exam Details | Fee Details | Hostel Details | Attendance Details | Syllabus Details | Teaching Notes |
Student Personal Profile : PANKAJ MOSES MONICKARAJ
Name PANKAJ MOSES MONICKARAJ
Roll No. 07CA010
Status Active
Admitted Date 13/07/2007
Program 07CA
Current Term 07CA karunya/MCA-SEM 3
Sex Male
Email
Date of Birth 07/06/1987
Age 20
Father Name
Marital Status Single
Phone 04616591772
Mobile
No image found
Permanent Address MR. M. ARTHUR PON RAJA 1/286-J, NIHILASAN NAGAR,MILLER PURAM PO TUTICORIN, TAMIL NADU INDIA 0
Contact Address MR. M. ARTHUR PON RAJA,1/286-J, NIHILASAN NAGAR,MILLER PURAM PO TUTICORIN, TAMIL NADU INDIA 0
Done

Student Profile

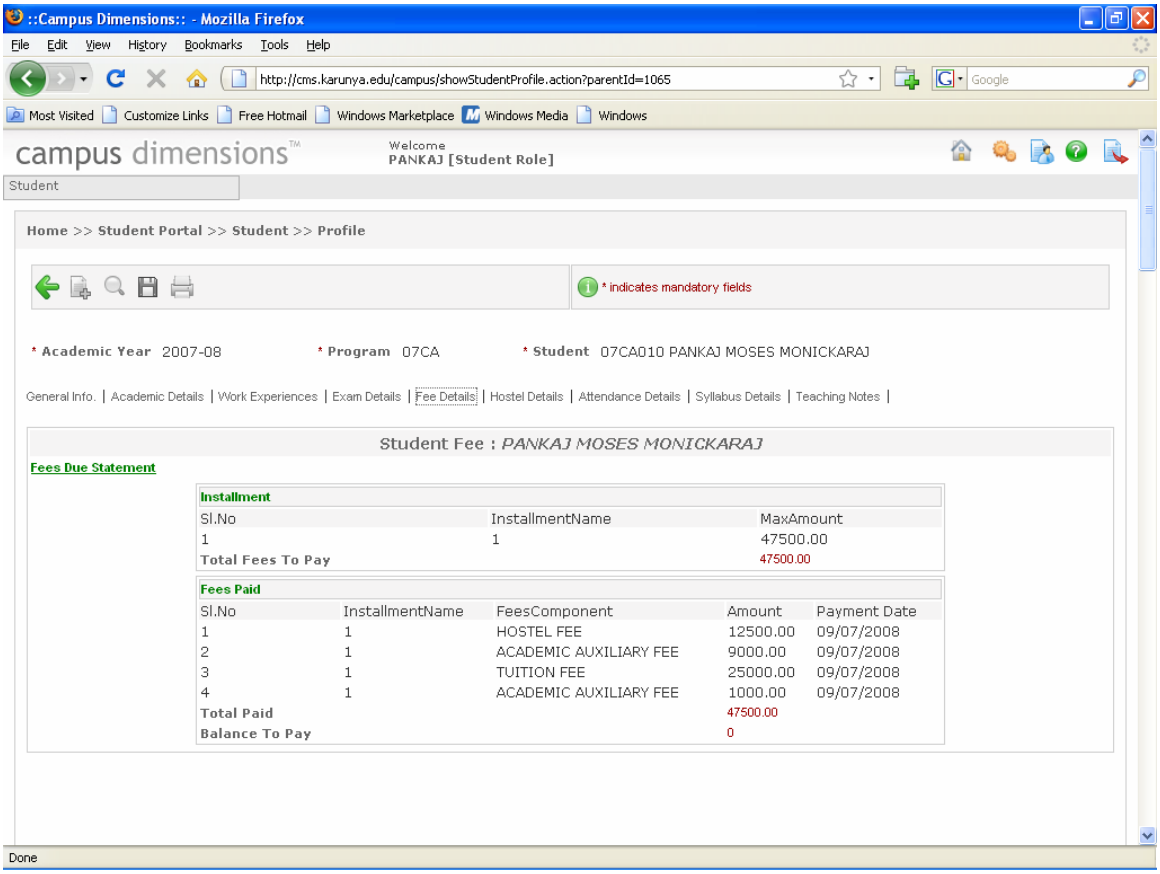
EXAM DETAILS


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentProfile.action?parentId=1065
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Profile
* indicates mandatory fields
* Academic Year 2007-08
* Program 07CA
* Student 07CA010 PANKAJ MOSES MONICKARAJ
General Info. | Academic Details | Work Experiences | Exam Details | Fee Details | Hostel Details | Attendance Details | Syllabus Details | Teaching Notes |
Student Exam Profile : PANKAJ MOSES MONICKARAJ
Name PANKAJ MOSES MONICKARAJ
Roll No. 07CA010
Status Active
Program 07CA
07CA karunya/MCA-SEM 3
Sl.No Courses Internal Mark External Mark Total Mark Credit Grade Grade Point
1 Business Data Networks 0 0 0 4
2 JAVA PROGRAMMING 0 0 0 4
3 Operating Systems 0 0 0 4
4 Resource Management Techniques 0 0 0 4
5 Software Engineering 0 0 0 4
Done

Description:

a. **This screen displays the subjects registered and the internal marks scored by the student**

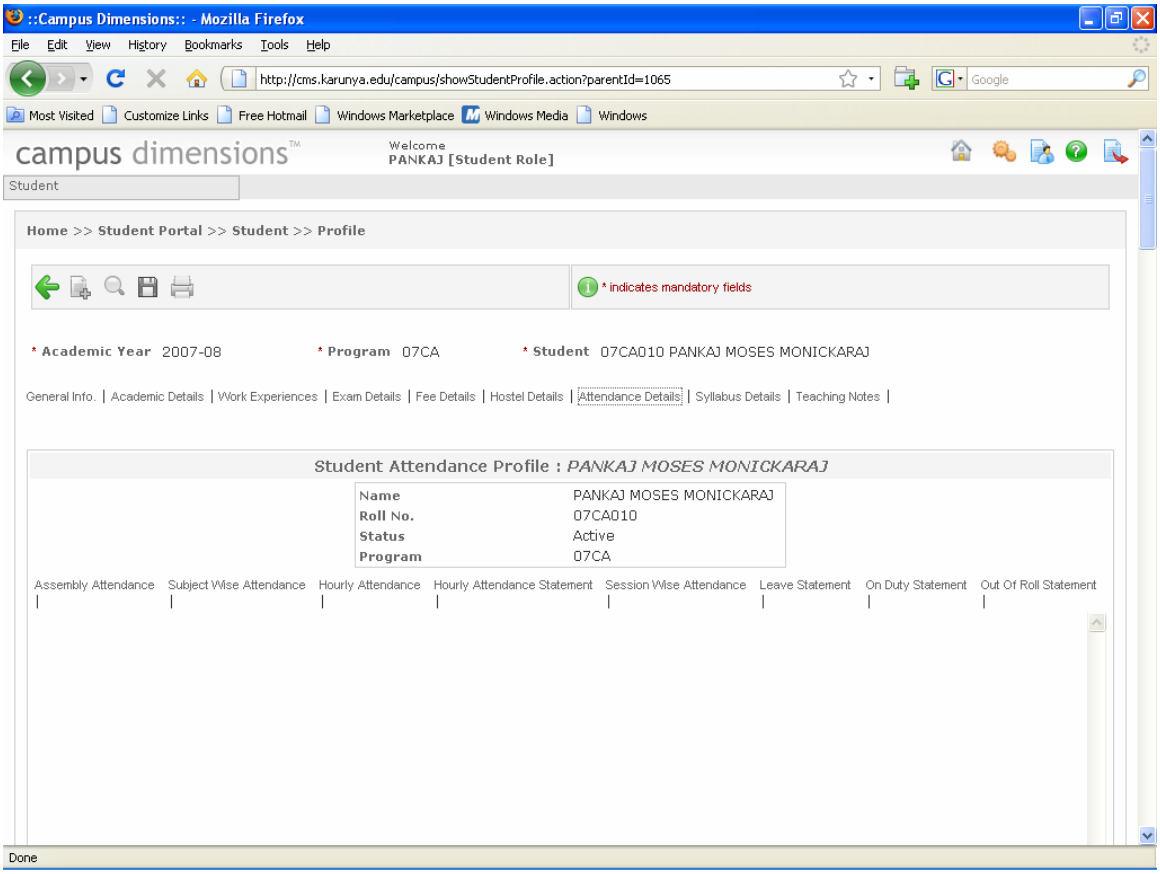
FEE DETAILS


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentProfile.action?parentId=1065
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Profile
* indicates mandatory fields
* Academic Year 2007-08
* Program 07CA
* Student 07CA010 PANKAJ MOSES MONICKARAJ
General Info. | Academic Details | Work Experiences | Exam Details | Fee Details | Hostel Details | Attendance Details | Syllabus Details | Teaching Notes |
Student Fee : PANKAJ MOSES MONICKARAJ
Fees Due Statement
Installment
Sl.No InstallmentName MaxAmount
1 1 47500.00
Total Fees To Pay 47500.00
Fees Paid
Sl.No InstallmentName FeesComponent Amount Payment Date
1 1 HOSTEL FEE 12500.00 09/07/2008
2 1 ACADEMIC AUXILIARY FEE 9000.00 09/07/2008
3 1 TUITION FEE 25000.00 09/07/2008
4 1 ACADEMIC AUXILIARY FEE 1000.00 09/07/2008
Total Paid 47500.00
Balance To Pay 0
Done

Description:

a. This screen displays the FEE payment details of the student

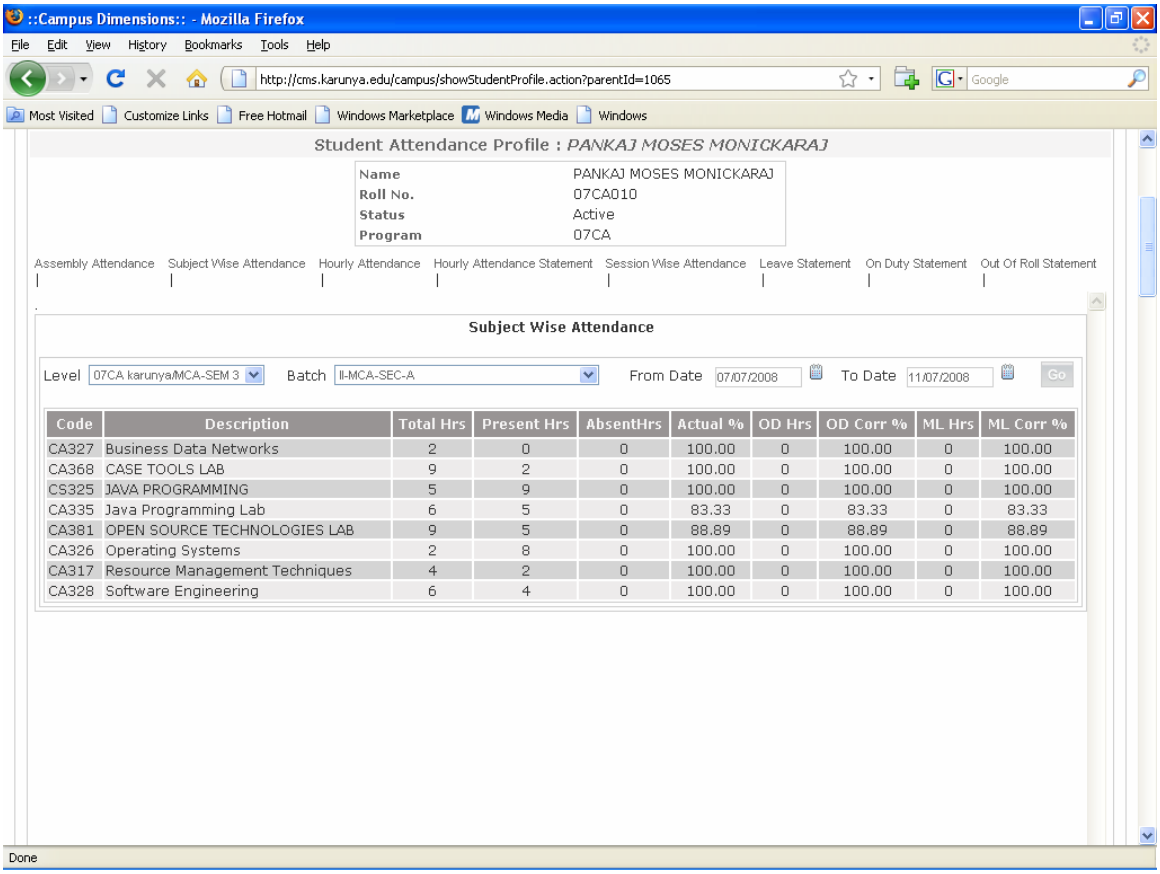
ATTENADANCE DETAILS


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentProfile.action?parentId=1065
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Profile
* indicates mandatory fields
* Academic Year 2007-08
* Program 07CA
* Student 07CA010 PANKAJ MOSES MONICKARAJ
General Info. | Academic Details | Work Experiences | Exam Details | Fee Details | Hostel Details | Attendance Details | Syllabus Details | Teaching Notes |
Student Attendance Profile : PANKAJ MOSES MONICKARAJ
Name PANKAJ MOSES MONICKARAJ
Roll No. 07CA010
Status Active
Program 07CA
Assembly Attendance | Subject Wise Attendance | Hourly Attendance | Hourly Attendance Statement | Session Wise Attendance | Leave Statement | On Duty Statement | Out Of Roll Statement |
Done

Description:

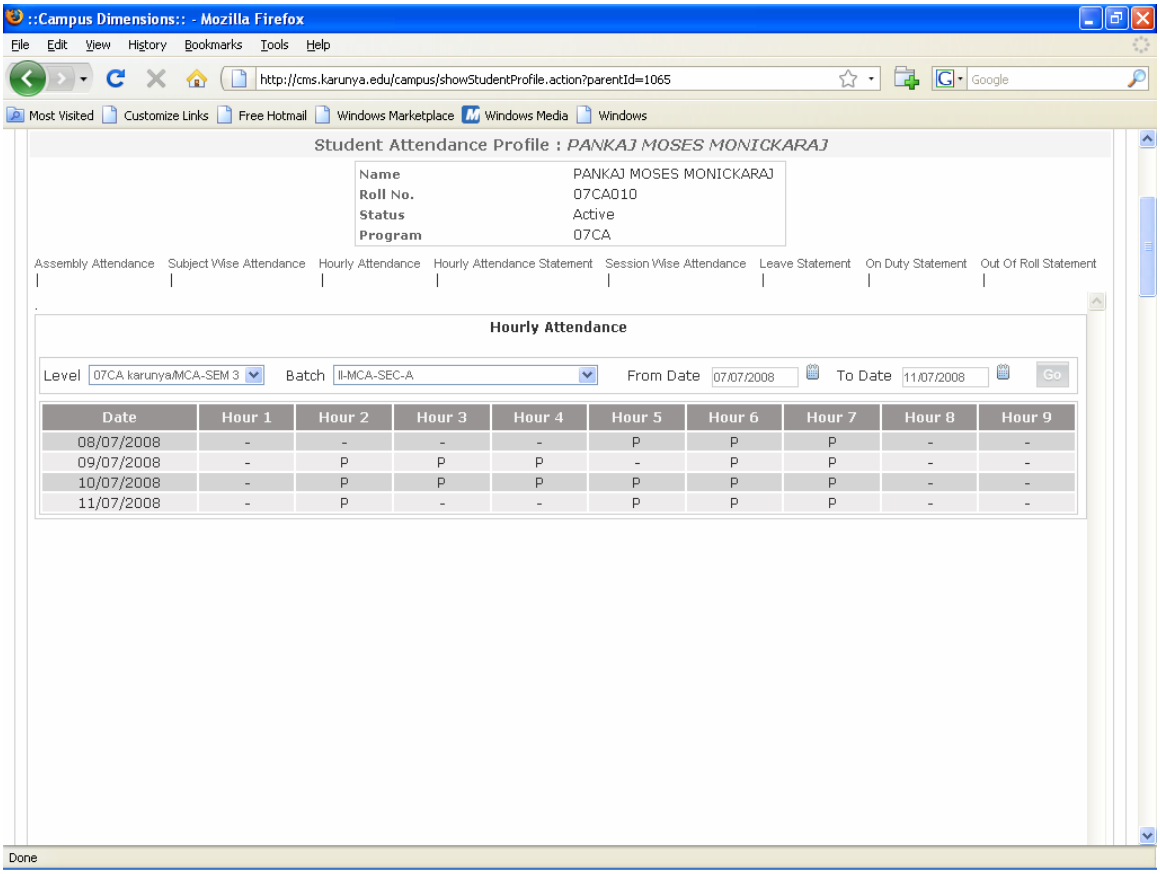
a. This screen displays the following details of the student
   i. Assembly Attendance Details
   ii. Subject wise attendance
   iii. Hourly Attendance
   iv. Session wise attendance
   v. Leave Statement
   vi. On-duty Leave Statement
   vii. Out of roll statement

SUBJECT WISE ATTENDANCE


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentProfile.action?parentId=1065
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
Student Attendance Profile : PANKAJ MOSES MONICKARAJ
Name PANKAJ MOSES MONICKARAJ
Roll No. 07CA010
Status Active
Program 07CA
Assembly Attendance | Subject Wise Attendance | Hourly Attendance | Hourly Attendance Statement | Session Wise Attendance | Leave Statement | On Duty Statement | Out Of Roll Statement
Subject Wise Attendance
Level 07CA karunya/MCA-SEM 3 Batch II-MCA-SEC-A From Date 07/07/2008 To Date 11/07/2008 Go
Done

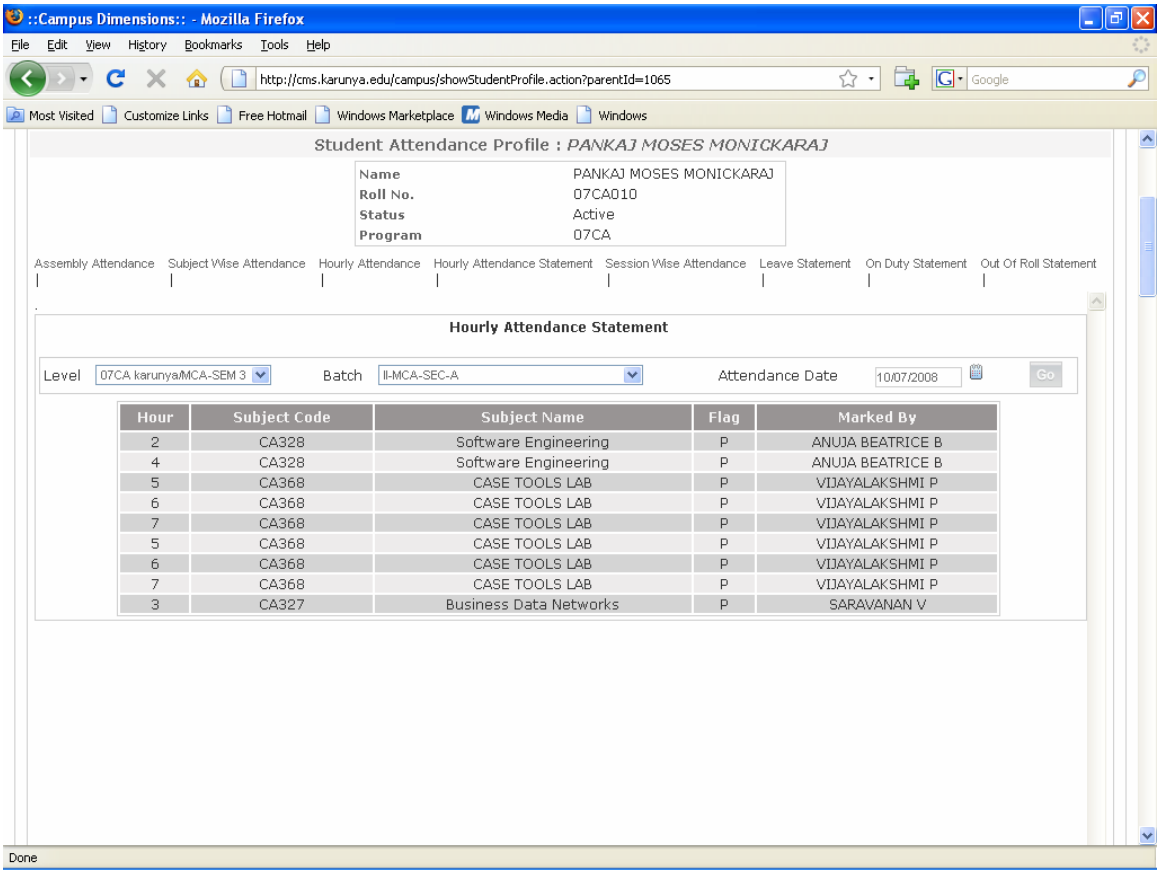
Code	Description	Total Hrs	Present Hrs	AbsentHrs	Actual %	OD Hrs	OD Corr %	ML Hrs	ML Corr %
CA327	Business Data Networks	2	0	0	100.00	0	100.00	0	100.00
CA368	CASE TOOLS LAB	9	2	0	100.00	0	100.00	0	100.00
CS325	JAVA PROGRAMMING	5	9	0	100.00	0	100.00	0	100.00
CA335	Java Programming Lab	6	5	0	83.33	0	83.33	0	83.33
CA381	OPEN SOURCE TECHNOLOGIES LAB	9	5	0	88.89	0	88.89	0	88.89
CA326	Operating Systems	2	8	0	100.00	0	100.00	0	100.00
CA317	Resource Management Techniques	4	2	0	100.00	0	100.00	0	100.00
CA328	Software Engineering	6	4	0	100.00	0	100.00	0	100.00

HOURLY ATTENDANCE

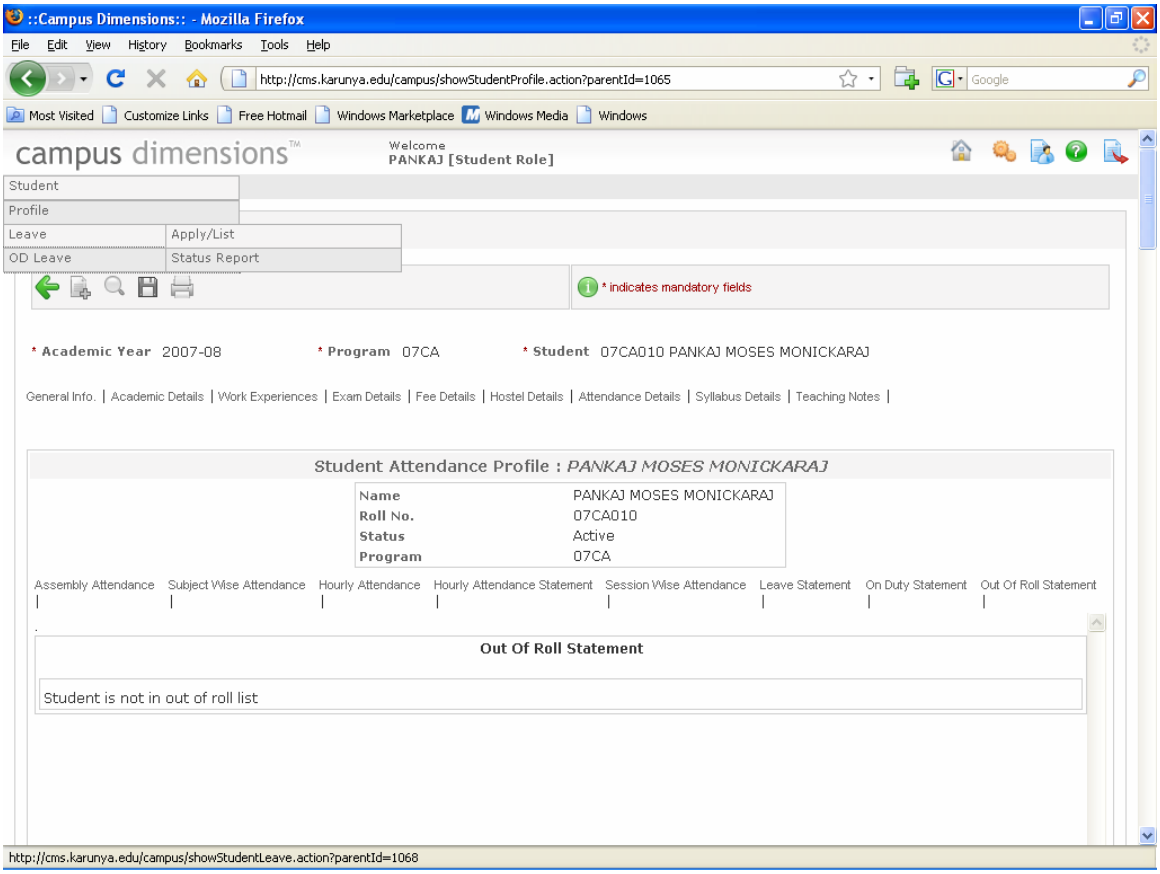

::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentProfile.action?parentId=1065
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
Student Attendance Profile : PANKAJ MOSES MONICKARAJ
Name PANKAJ MOSES MONICKARAJ
Roll No. 07CA010
Status Active
Program 07CA
Assembly Attendance | Subject Wise Attendance | Hourly Attendance | Hourly Attendance Statement | Session Wise Attendance | Leave Statement | On Duty Statement | Out Of Roll Statement
Hourly Attendance
Level 07CA karunya/MCA-SEM 3 Batch II-MCA-SEC-A From Date 07/07/2008 To Date 11/07/2008 Go
Done

Date	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9
08/07/2008	-	-	-	-	P	P	P	-	-
09/07/2008	-	P	P	P	-	P	P	-	-
10/07/2008	-	P	P	P	P	P	P	-	-
11/07/2008	-	P	-	-	P	P	P	-	-

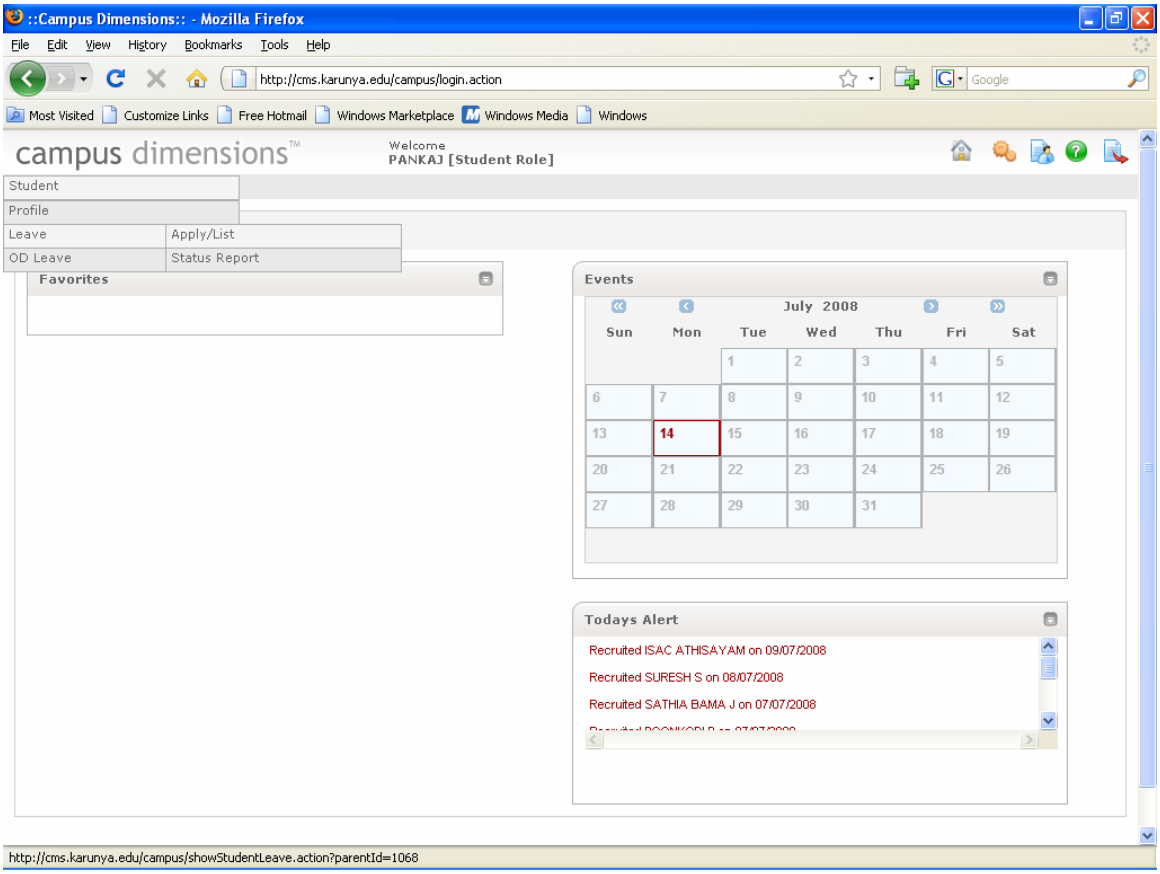
HOURLY ATTENDANCE – For a given date


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentProfile.action?parentId=1065
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
Student Attendance Profile : PANKAJ MOSES MONICKARAJ
Name PANKAJ MOSES MONICKARAJ
Roll No. 07CA010
Status Active
Program 07CA
Assembly Attendance | Subject Wise Attendance | Hourly Attendance | Hourly Attendance Statement | Session Wise Attendance | Leave Statement | On Duty Statement | Out Of Roll Statement
Hourly Attendance Statement
Level 07CA karunya/MCA-SEM 3 Batch II-MCA-SEC-A Attendance Date 10/07/2008 Go
Hour | Subject Code | Subject Name | Flag | Marked By
2 | CA328 | Software Engineering | P | ANUJA BEATRICE B
4 | CA328 | Software Engineering | P | ANUJA BEATRICE B
5 | CA368 | CASE TOOLS LAB | P | VIJAYALAKSHMI P
6 | CA368 | CASE TOOLS LAB | P | VIJAYALAKSHMI P
7 | CA368 | CASE TOOLS LAB | P | VIJAYALAKSHMI P
5 | CA368 | CASE TOOLS LAB | P | VIJAYALAKSHMI P
6 | CA368 | CASE TOOLS LAB | P | VIJAYALAKSHMI P
7 | CA368 | CASE TOOLS LAB | P | VIJAYALAKSHMI P
3 | CA327 | Business Data Networks | P | SARAVANAN V
Done

OUT OF ROLL STATEMENT


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentProfile.action?parentId=1065
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Profile
Leave
Apply/List
OD Leave
Status Report
* indicates mandatory fields
* Academic Year 2007-08
* Program 07CA
* Student 07CA010 PANKAJ MOSES MONICKARAJ
General Info. | Academic Details | Work Experiences | Exam Details | Fee Details | Hostel Details | Attendance Details | Syllabus Details | Teaching Notes |
Student Attendance Profile : PANKAJ MOSES MONICKARAJ
Name PANKAJ MOSES MONICKARAJ
Roll No. 07CA010
Status Active
Program 07CA
Assembly Attendance | Subject Wise Attendance | Hourly Attendance | Hourly Attendance Statement | Session Wise Attendance | Leave Statement | On Duty Statement | Out Of Roll Statement
Out Of Roll Statement
Student is not in out of roll list
http://cms.karunya.edu/campus/showStudentLeave.action?parentId=1068

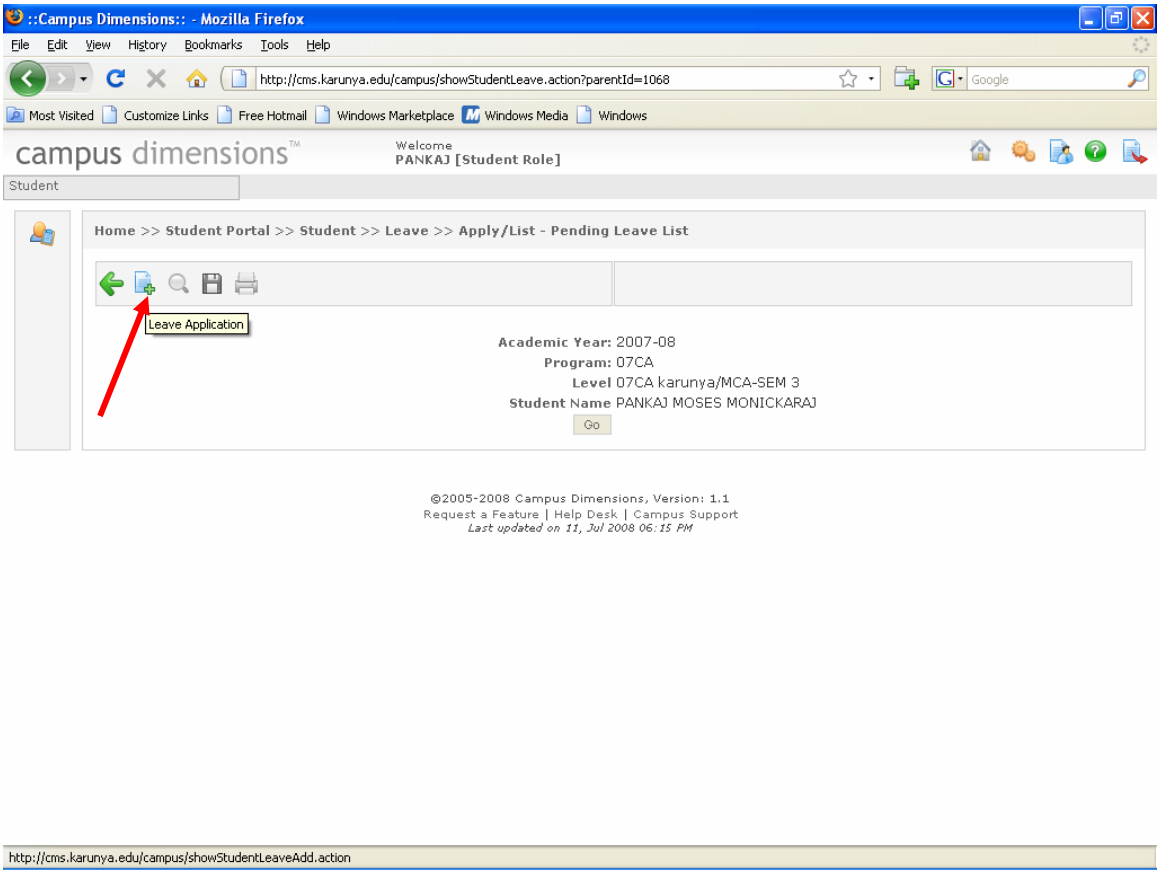
LEAVE APPLICATION



Description:

a. **Click Leave → Apply / List for accessing leave application**

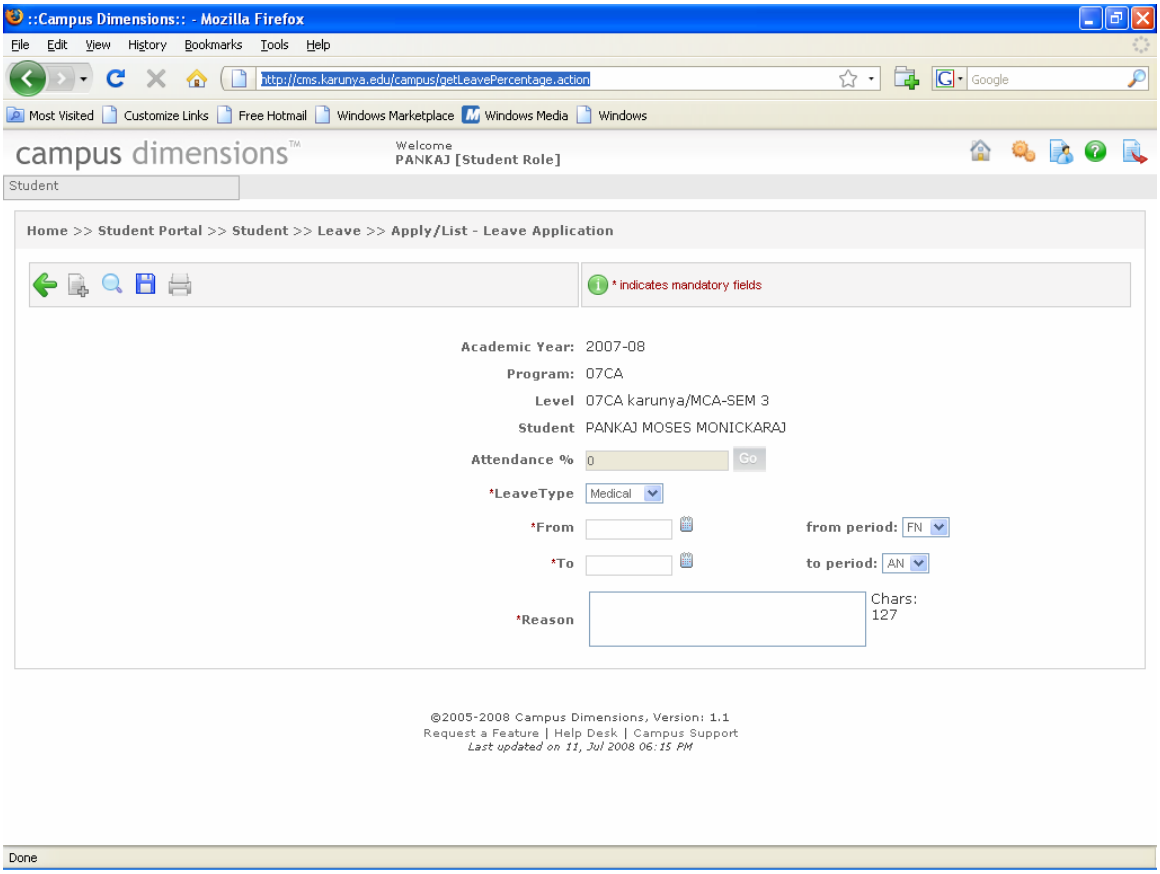
LEAVE APPLICATION


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentLeave.action?parentId=1068
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Leave >> Apply/List - Pending Leave List
Leave Application
Academic Year: 2007-08
Program: 07CA
Level 07CA karunya/MCA-SEM 3
Student Name PANKAJ MOSES MONICKARAJ
Go
©2005-2008 Campus Dimensions, Version: 1.1
Request a Feature | Help Desk | Campus Support
Last updated on 11, Jul 2008 06:15 PM
http://cms.karunya.edu/campus/showStudentLeaveAdd.action

Description:

a. **Click the 'Leave Application' icon to access the online leave application**

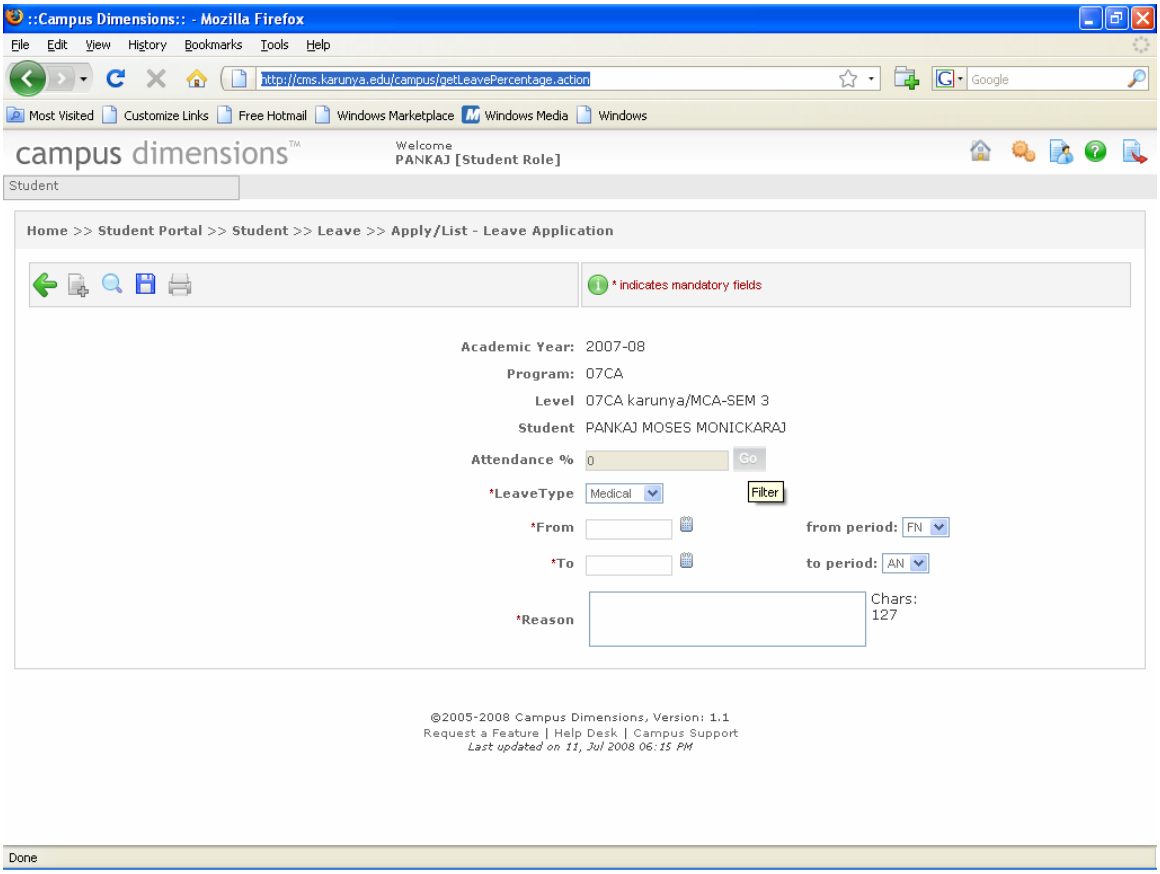
LEAVE APPLICATION


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/getLeavePercentage.action
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Leave >> Apply/List - Leave Application
* indicates mandatory fields
Academic Year: 2007-08
Program: 07CA
Level 07CA karunya/MCA-SEM 3
Student PANKAJ MOSES MONICKARAJ
Attendance % 0 Go
*LeaveType Medical
*From from period: FN
*To to period: AN
*Reason Chars: 127
©2005-2008 Campus Dimensions, Version: 1.1
Request a Feature | Help Desk | Campus Support
Last updated on 11, Jul 2008 06:15 PM
Done

Description:

a. This screen displays the leave application

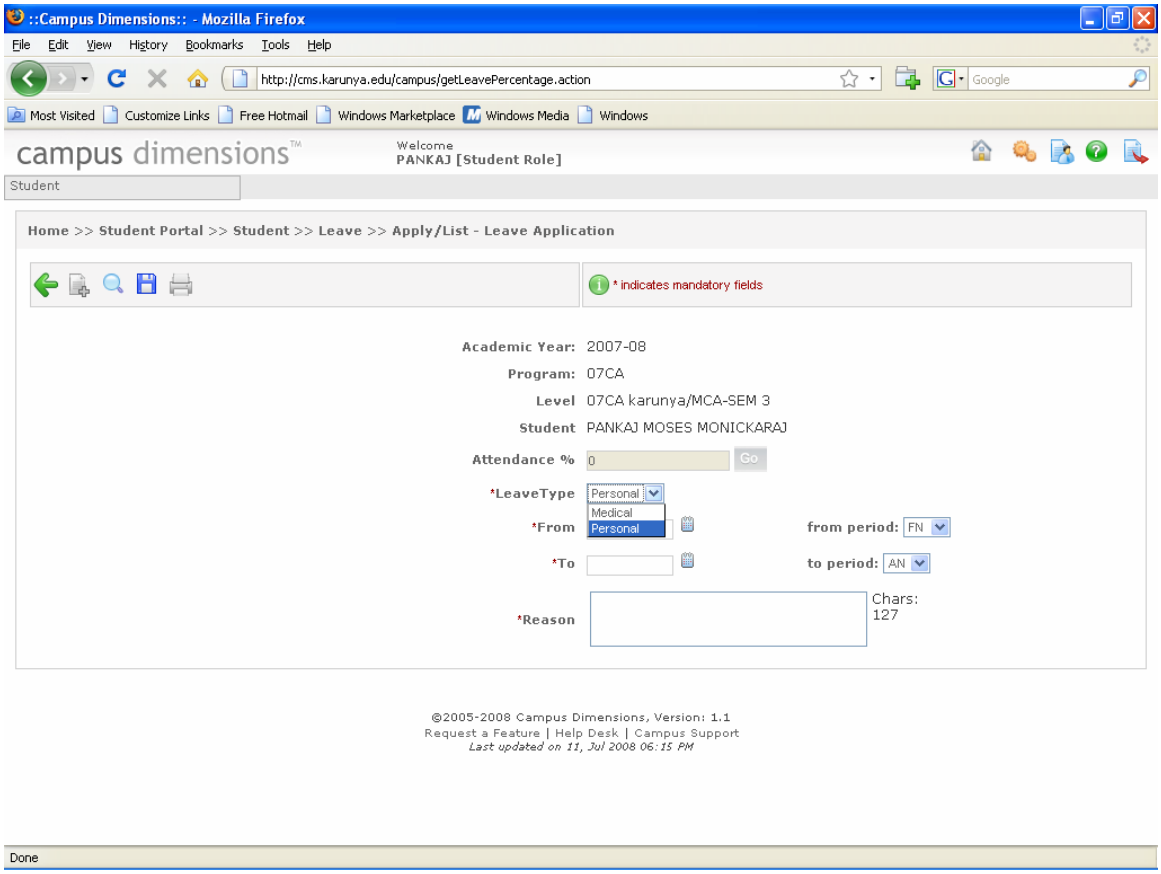
LEAVE APPLICATION



Description:

a. Click on the ‘Go’ button displays your current sessions wise attendance percentage

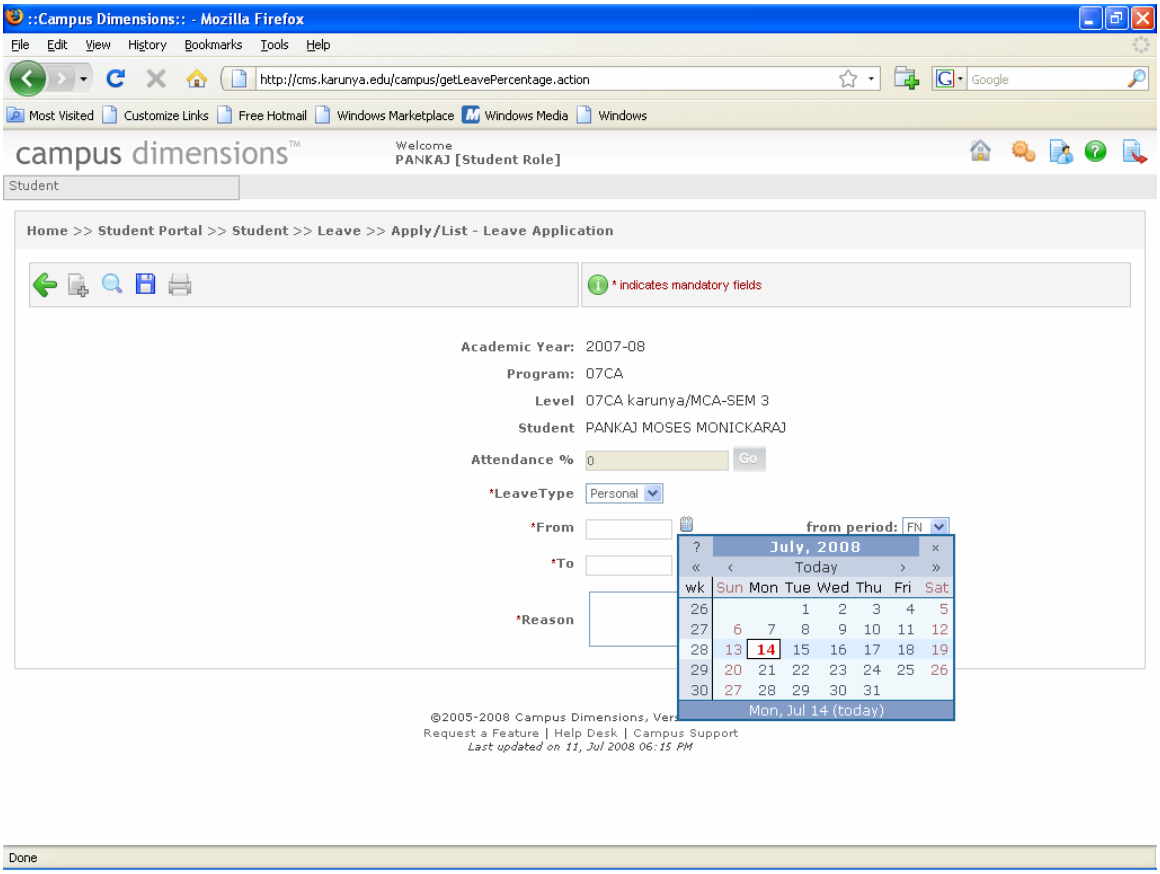
LEAVE APPLICATION



Description:

a. **Choose the type of Leave (Personal/Medical)**
b. **Both the types of leave can be availed minimum for one session. Application of leave for a given hour/period is not possible**
c. **Kindly note that the personal leave is the pre-approved leave and to be applied before availing. Your class advisor/HOD will approve the leave.**
d. **The medical leave is to be applied within 5 days of joining after availing the leave. The student need to produce medical certificate from KARUNYA RURAL COMMUNIITY HOSPITAL. The class advisor/HOD will approve the medical leave only on receipt of this medical certificate.**

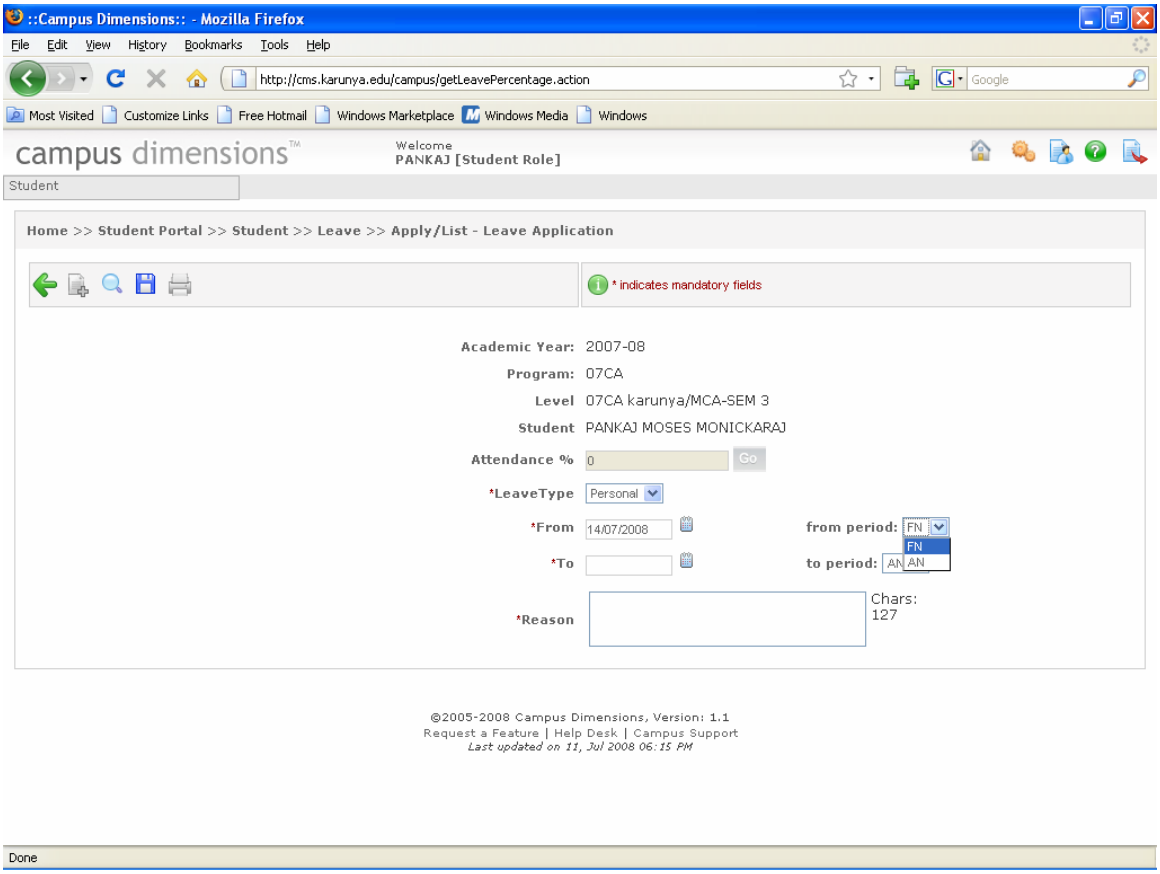
LEAVE APPLICATION


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/getLeavePercentage.action
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Leave >> Apply/List - Leave Application
* indicates mandatory fields
Academic Year: 2007-08
Program: 07CA
Level 07CA karunya/MCA-SEM 3
Student PANKAJ MOSES MONICKARAJ
Attendance % 0 Go
*LeaveType Personal
*From
from period: FN
*To
*Reason
July, 2008
Today
wk Sun Mon Tue Wed Thu Fri Sat
26 1 2 3 4 5
27 6 7 8 9 10 11 12
28 13 14 15 16 17 18 19
29 20 21 22 23 24 25 26
30 27 28 29 30 31
Mon, Jul 14 (today)
©2005-2008 Campus Dimensions,
Request a Feature | Help Desk | Campus Support
Last updated on 11, Jul 2008 06:15 PM
Done

Description:

a. **Choose the 'From' date from the date panel**

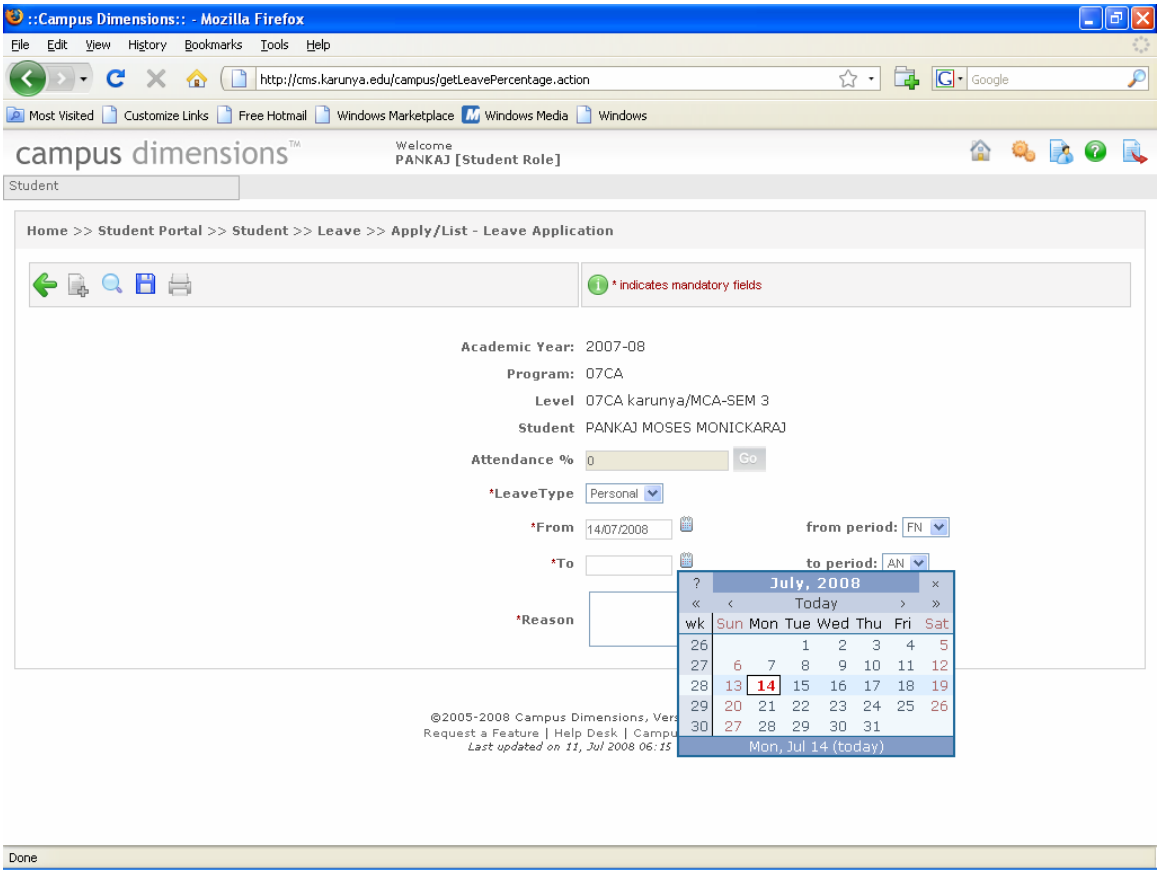
LEAVE APPLICATION



Description:

a. Choose the 'From Period (Session)'

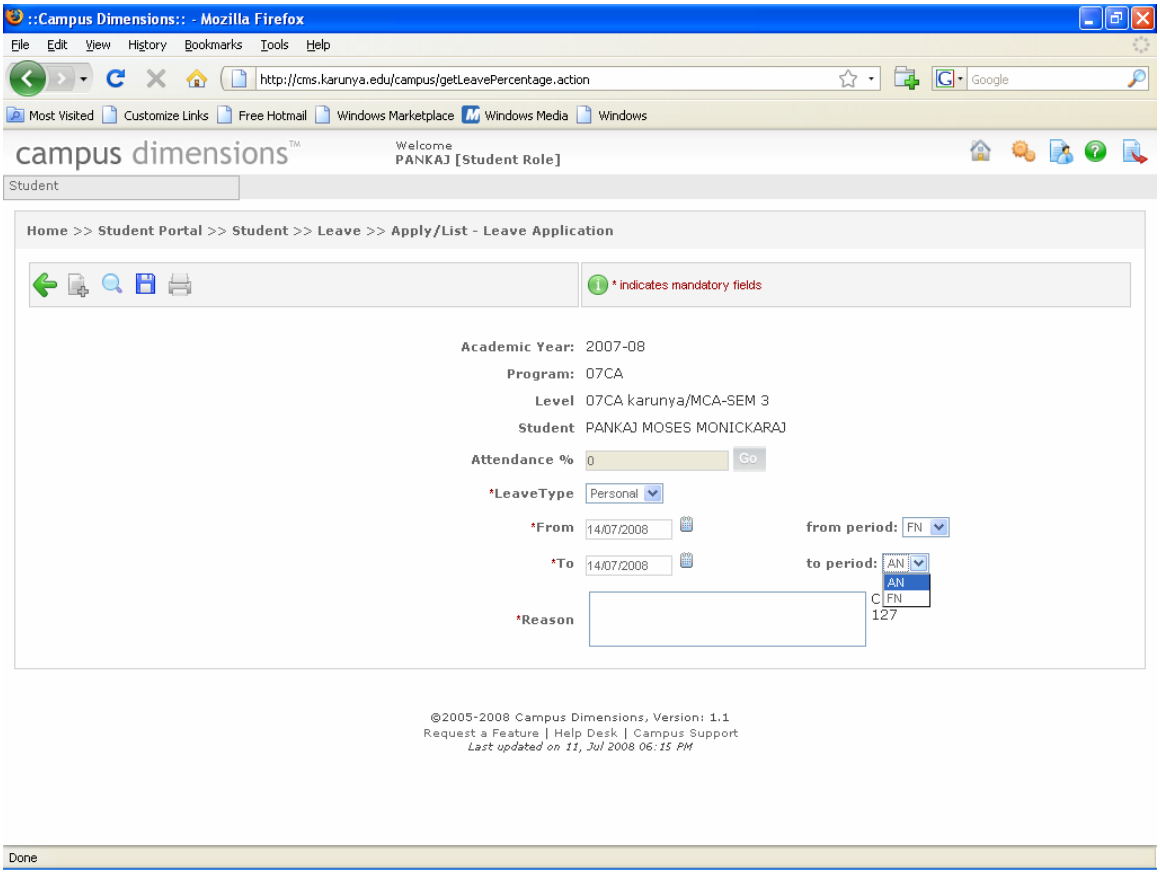
LEAVE APPLICATION


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/getLeavePercentage.action
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Leave >> Apply/List - Leave Application
* indicates mandatory fields
Academic Year: 2007-08
Program: 07CA
Level 07CA karunya/MCA-SEM 3
Student PANKAJ MOSES MONICKARAJ
Attendance % 0 Go
*LeaveType Personal
*From 14/07/2008 from period: FN
*To to period: AN
*Reason
July, 2008
Today
wk Sun Mon Tue Wed Thu Fri Sat
26 1 2 3 4 5
27 6 7 8 9 10 11 12
28 13 14 15 16 17 18 19
29 20 21 22 23 24 25 26
30 27 28 29 30 31
Mon, Jul 14 (today)
©2005-2008 Campus Dimensions, Vers
Request a Feature | Help Desk | Campu
Last updated on 11, Jul 2008 06:15
Done

Description:

a. Choose the ‘To’ date from the date panel

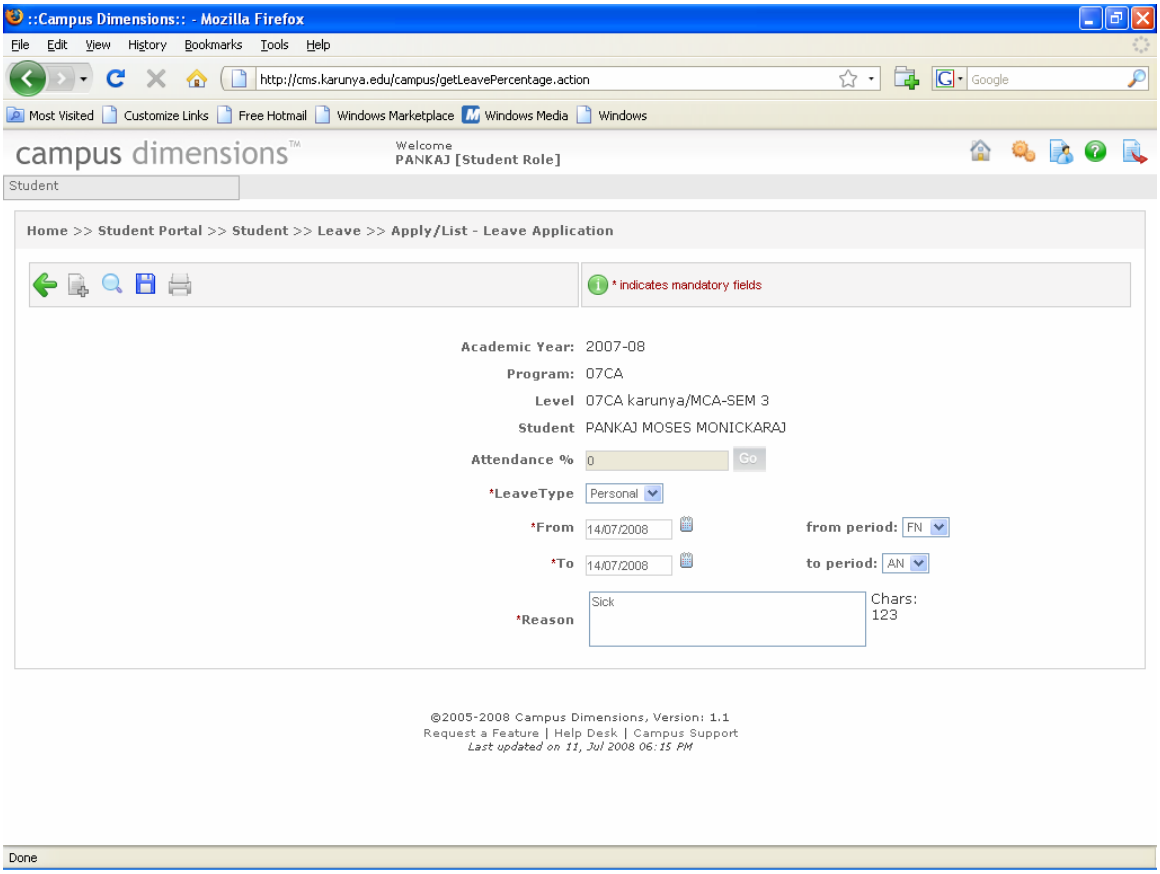
LEAVE APPLICATION


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/getLeavePercentage.action
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Leave >> Apply/List - Leave Application
* indicates mandatory fields
Academic Year: 2007-08
Program: 07CA
Level 07CA karunya/MCA-SEM 3
Student PANKAJ MOSES MONICKARAJ
Attendance % 0 Go
*LeaveType Personal
*From 14/07/2008 from period: FN
*To 14/07/2008 to period: AN
AN
FN
*Reason
©2005-2008 Campus Dimensions, Version: 1.1
Request a Feature | Help Desk | Campus Support
Last updated on 11, Jul 2008 06:15 PM
Done

Description:

a. Choose the 'To Period (Session)'

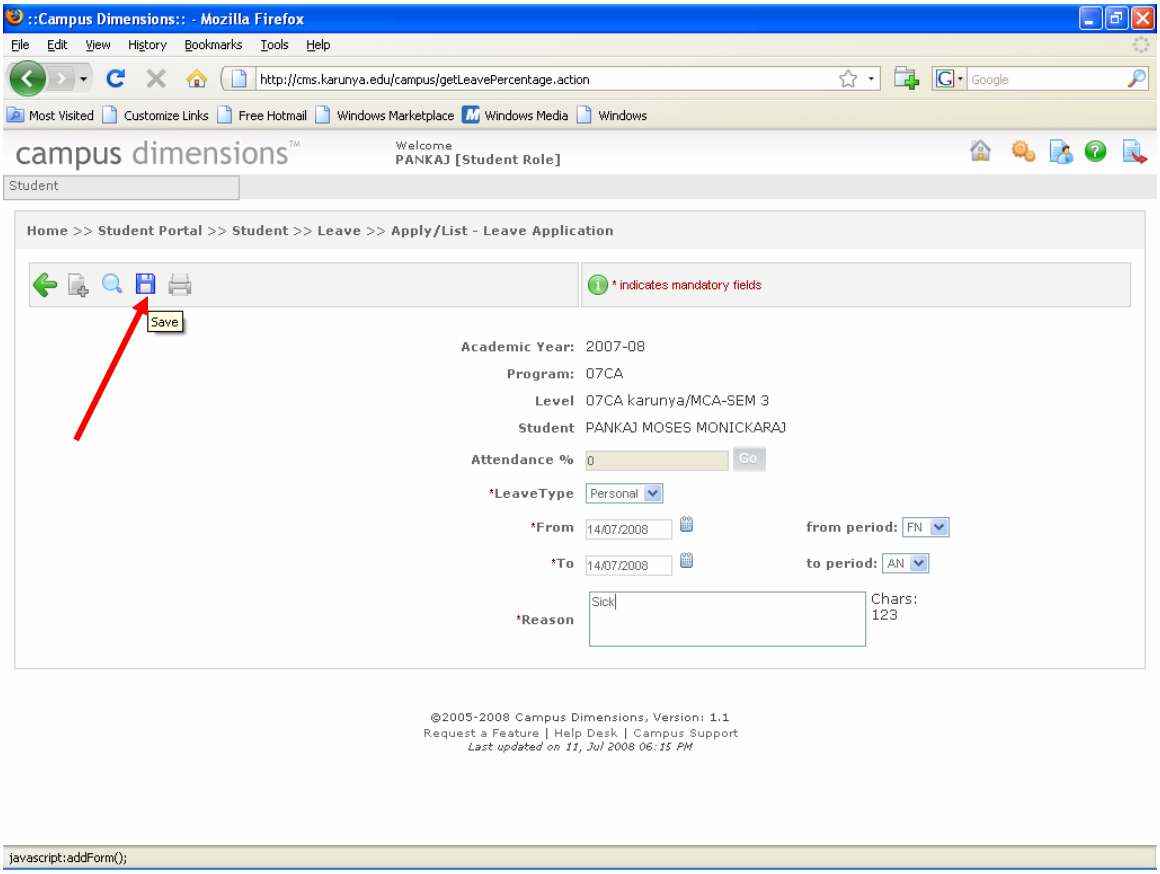
LEAVE APPLICATION


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/getLeavePercentage.action
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Leave >> Apply/List - Leave Application
* indicates mandatory fields
Academic Year: 2007-08
Program: 07CA
Level 07CA karunya/MCA-SEM 3
Student PANKAJ MOSES MONICKARAJ
Attendance % 0 Go
*LeaveType Personal
*From 14/07/2008 from period: FN
*To 14/07/2008 to period: AN
*Reason Sick Chars: 123
©2005-2008 Campus Dimensions, Version: 1.1
Request a Feature | Help Desk | Campus Support
Last updated on 11, Jul 2008 06:15 PM
Done

Description:

a. **Enter the Reason for leave in the text box provided**

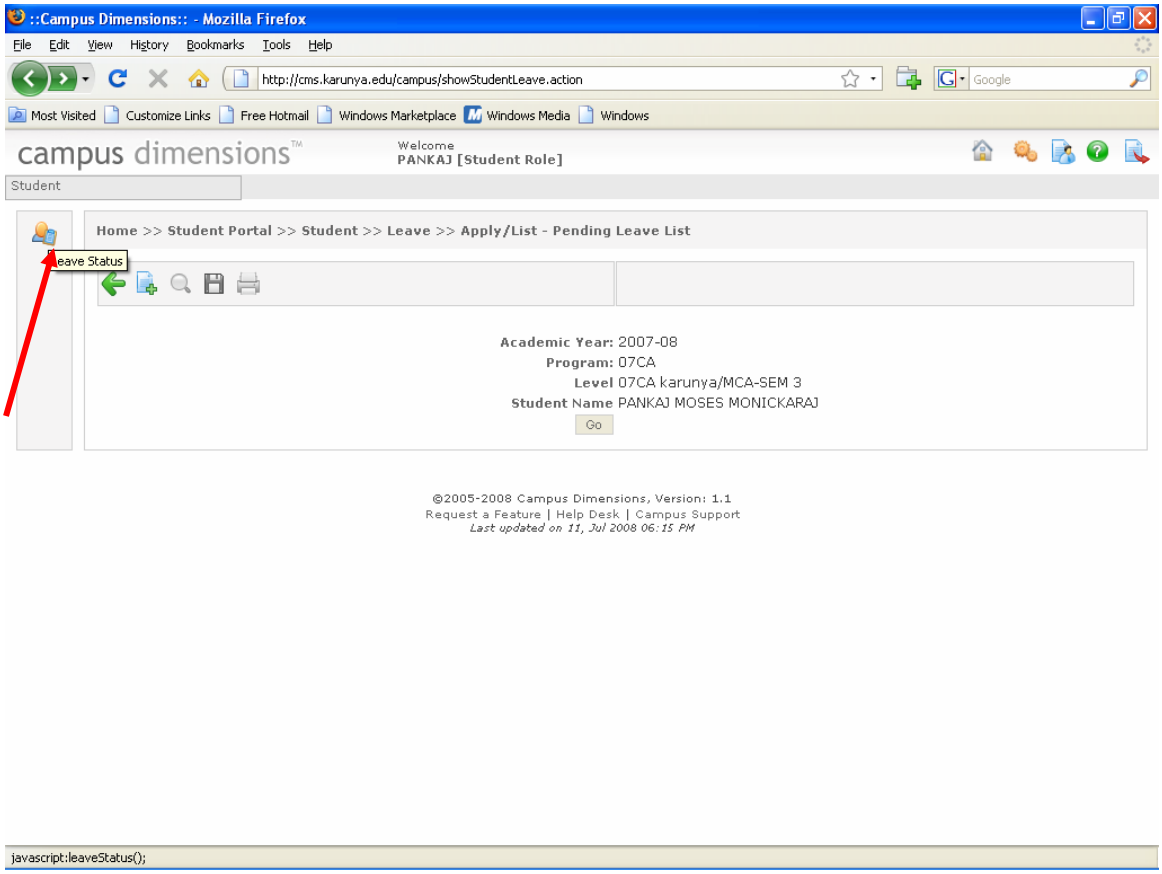
LEAVE APPLICATION


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/getLeavePercentage.action
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions™
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Leave >> Apply/List - Leave Application
Save
* indicates mandatory fields
Academic Year: 2007-08
Program: 07CA
Level 07CA karunya/MCA-SEM 3
Student PANKAJ MOSES MONICKARAJ
Attendance % 0 Go
*LeaveType Personal
*From 14/07/2008 from period: FN
*To 14/07/2008 to period: AN
*Reason Sick Chars: 123
©2005-2008 Campus Dimensions, Version: 1.1
Request a Feature | Help Desk | Campus Support
Last updated on 11, Jul 2008 06:15 PM
javascript:addForm();

Description:

a. **Click the ‘SAVE’ icon for saving the leave application**

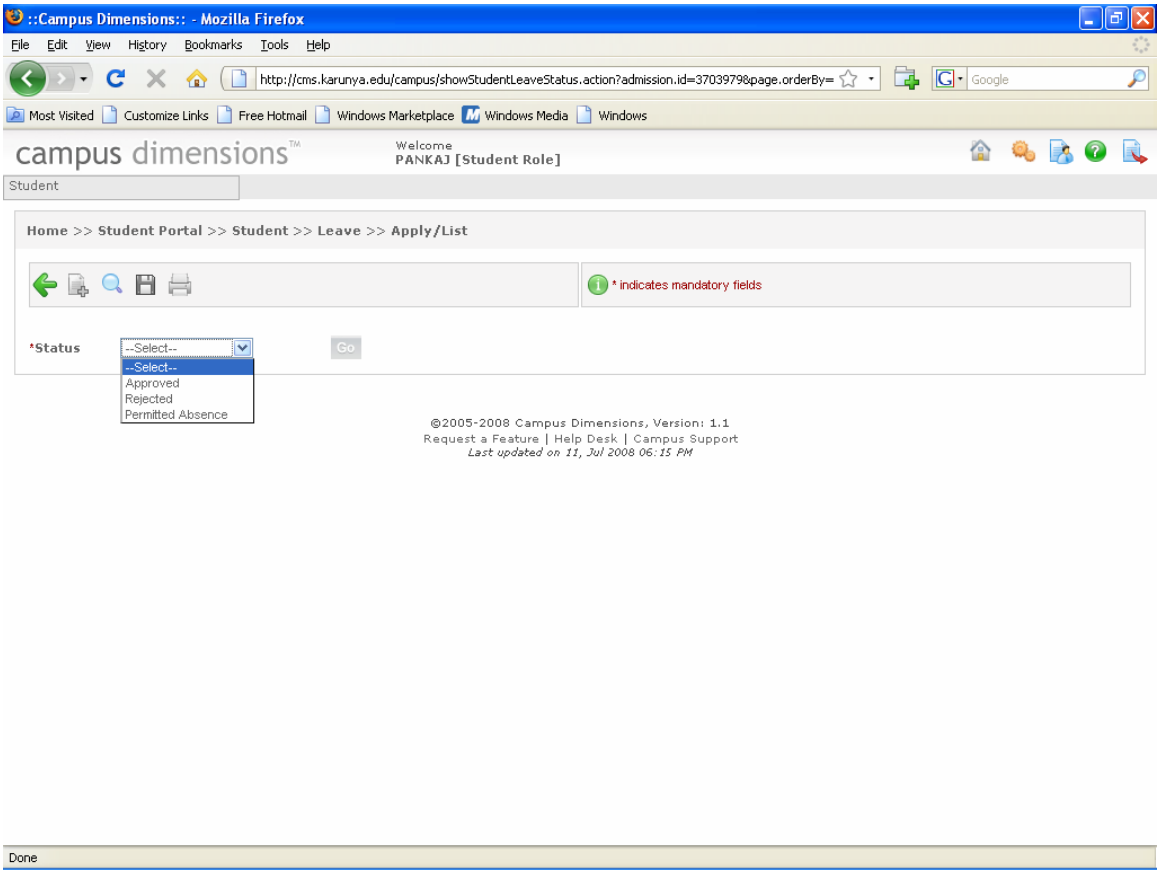
LEAVE STATUS


::Campus Dimensions:: - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://cms.karunya.edu/campus/showStudentLeave.action
Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows
campus dimensions
Welcome
PANKAJ [Student Role]
Student
Home >> Student Portal >> Student >> Leave >> Apply/List - Pending Leave List
eave Status
Academic Year: 2007-08
Program: 07CA
Level 07CA karunya/MCA-SEM 3
Student Name PANKAJ MOSES MONICKARAJ
Go
©2005-2008 Campus Dimensions, Version: 1.1
Request a Feature | Help Desk | Campus Support
Last updated on 11, Jul 2008 06:15 PM
javascript:leaveStatus();

Description:

a. **Click the 'LEAVE STATUS' icon for knowing the leave status**

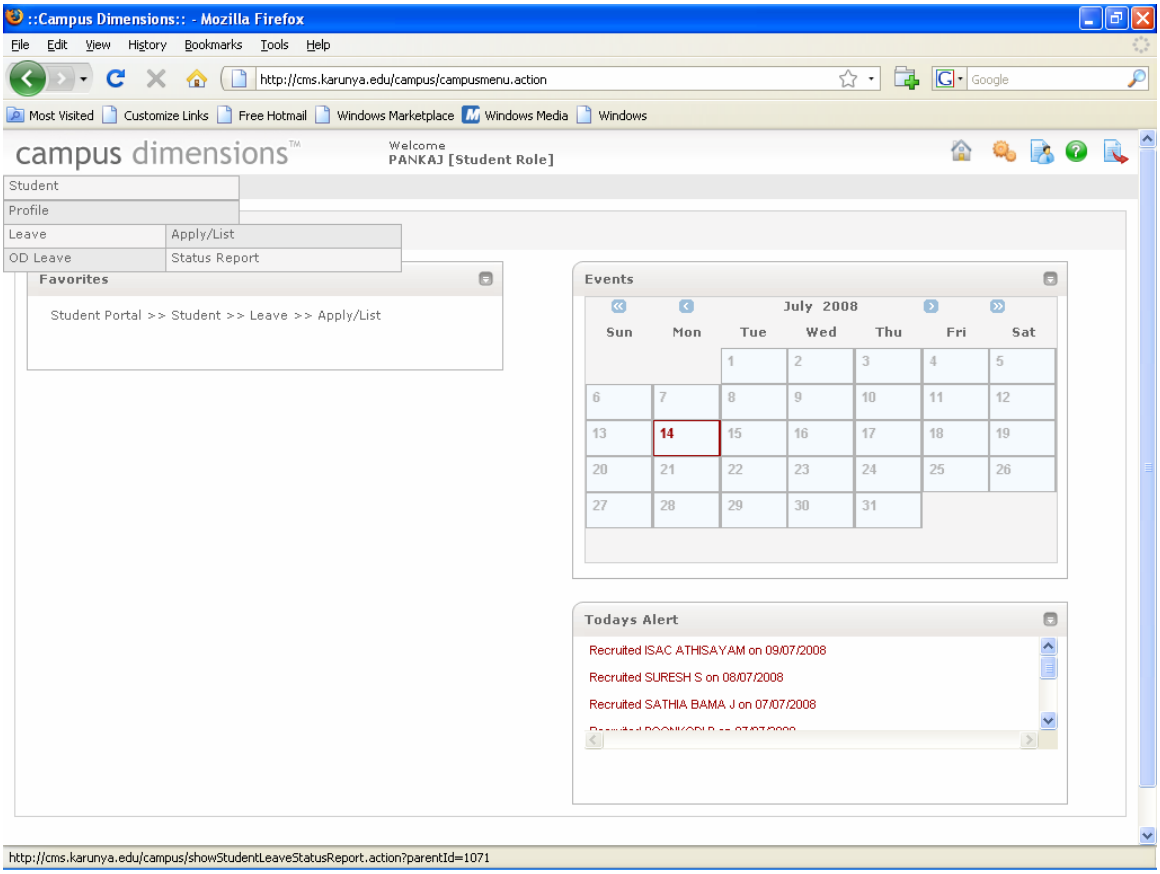
LEAVE STATUS



Description:

a. **Select the necessary parameter and click 'Go' button to get the values**

LEAVE STATUS



Description:

a. **Click the link Leave→Status Report to know the overall status of the leave report**